

## Welcome to Dulwich Centre's on-line learning site: [www.narrativetherapyonline.com](http://www.narrativetherapyonline.com) How to enrol in one of our on-line courses

Thank you for your interest in our on-line narrative therapy courses! We have been looking forward to offering these courses for such a long time. They include video recordings from the Michael White archive, key chapters and articles, quizzes, discussion forums and assignments. We look forward to your involvement in these courses and your feedback. We have many more planned!

This document takes you through the steps to log in to our on-line courses.

The first step is to create your account.

### Step One: Create your new account

1. Go to Dulwich's online learning page: [www.narrativetherapyonline.com](http://www.narrativetherapyonline.com)
2. Under the 'Login' box on the right hand side, click on 'Create new account'

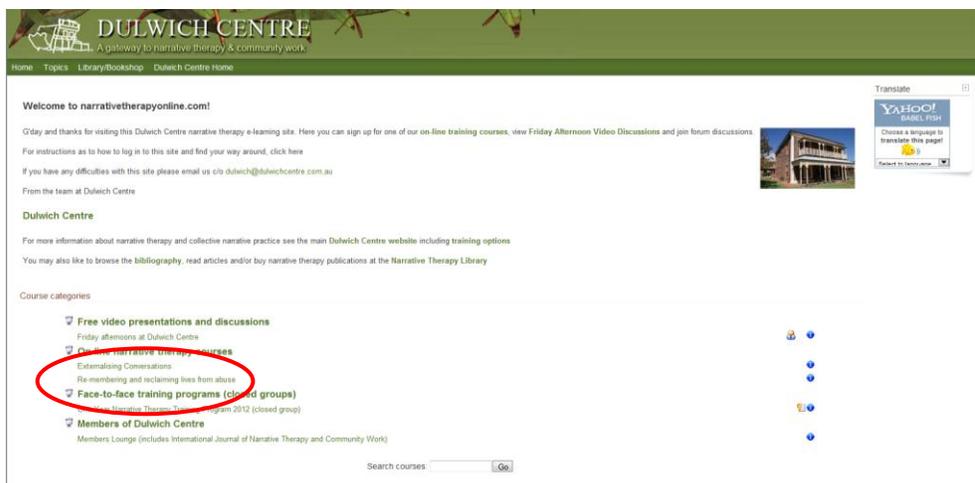
The screenshot shows the Dulwich Centre website interface. At the top, there is a navigation menu with links for Home, Introduction, Topics, Alumni, FAQ, Glossary, Lounge, Library/Bookshop, and Dulwich Centre Home. The main content area includes a welcome message, a 'Login' box with fields for Username and Password, and a 'Create new account' link circled in red. Below the login box is a 'Translate' section with a 'YAHOO! BABEL FISH' logo and a dropdown menu for selecting a language. The bottom of the page features a search bar for courses and a list of course categories, including 'Free video presentations and discussions', 'On-line narrative therapy courses', and 'Face-to-face training programs (closed groups)'.

3. On the 'New account' page, fill in all of the fields. For ease of use by your course tutors, please use the following format for your username: first name, full stop/period/'dot', then surname – for example, Nancy Spungen would be 'nancy.spungen'

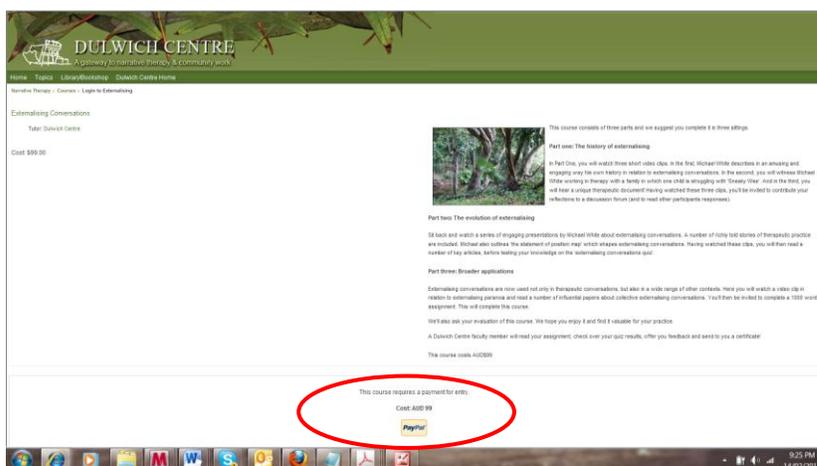
4. Password: for security, your password needs to be at least 8 characters long and contain at least one uppercase letter (like 'A'), one lowercase letter ('b'), and one numeral ('3').
5. Once you have entered all of your information, click on 'Create new account'.
6. You should soon receive an email at the account you specified on the form. Click the link in the email to confirm your account.

## Step Two: Enrol in your course!

7. Once you have confirmed your account, then navigate to 'On-line narrative therapy courses' and click on which one you want to enrol in:
  - 'Externalising conversations' or 'Re-membering and reclaiming lives from abuse'.



8. You will then be taken to a description of the course and you will need to pay via paypal to register.



You will then be taken to the PayPal page. You can pay either using a PayPal account (if you have one) or if you don't have a paypal account click on 'Don't have a Paypal account?'

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#### Your order summary

Descriptions	Amount
<b>Externalising Conversations</b>	\$99.00
Item number: Externalising	
Item price: \$99.00	
Options: User: david jones	
Quantity: 1	
<b>Item total</b>	<b>\$99.00</b>
	<b>Total \$99.00 AUD</b>

#### Pay with PayPal

PayPal securely processes payments for dulwich centre publications. You can pay using your PayPal account or as a PayPal guest.

**Have a PayPal account?** 

Log in to your account to pay

Email

PayPal password

[Forgotten your email address or password?](#)

**Don't have a PayPal account?**  
Pay with your credit or debit card

[Cancel the purchase of dulwich centre publications.](#)

Site Feedback

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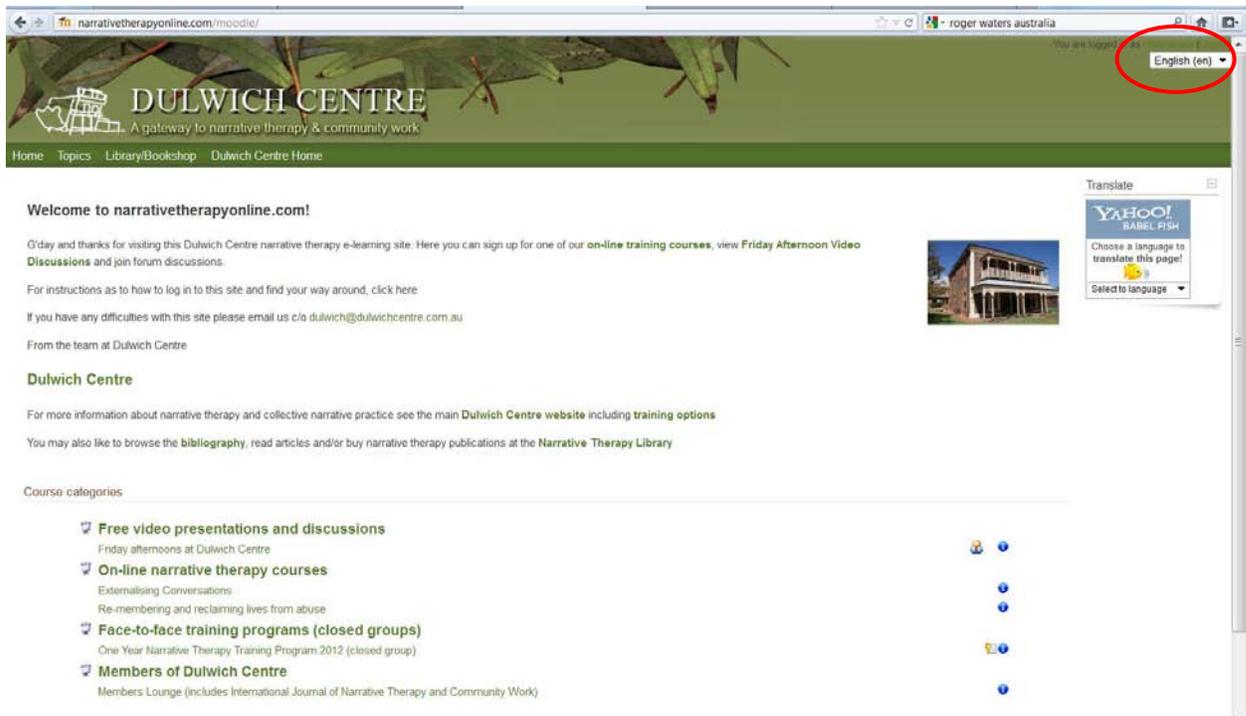
9. Follow the prompts and once you have gone through this process you will then be taken to your course's homepage. From here, take a look around and get started!

If you have any trouble just email us at: [dulwich@dulwichcentre.com.au](mailto:dulwich@dulwichcentre.com.au)

## Editing your profile

When you first log on in the steps above, you will be prompted to enter basic information about yourself (such as which country you live in). This information will be available for your tutors, and other students, to see.

You can go back and edit your profile to include more information, just by clicking on your name at 'You are logged in as <your name>' in the very top right hand corner:



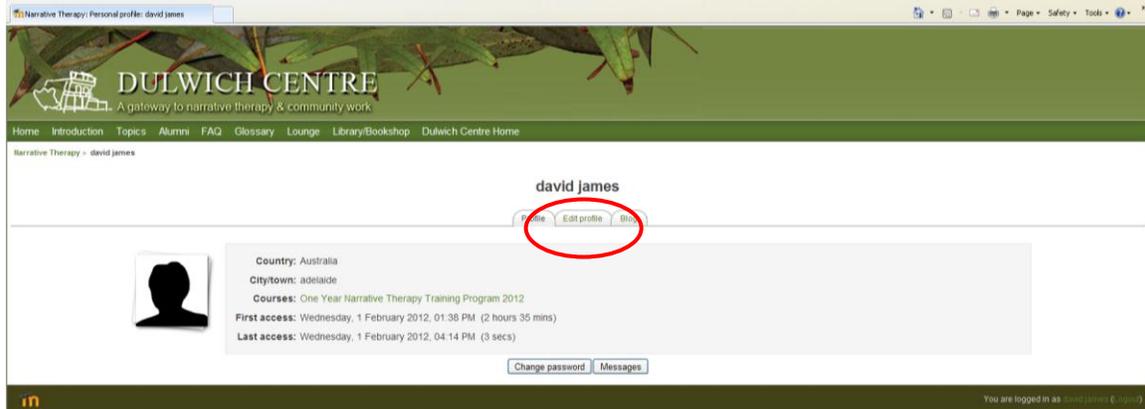
The screenshot shows a web browser window displaying the Moodle interface for the Dulwich Centre. The browser's address bar shows the URL `narrativetherapyonline.com/moodle/` and the user is logged in as 'roger waters australia'. In the top right corner, a dropdown menu is open, showing 'English (en)' selected, which is circled in red. The website header features the Dulwich Centre logo and navigation links: Home, Topics, Library/Bookshop, and Dulwich Centre Home. The main content area includes a welcome message, a list of course categories, and a 'Translate' widget from Yahoo! Babel Fish.

Course categories

- Free video presentations and discussions
  - Friday afternoons at Dulwich Centre
- On-line narrative therapy courses
  - Externalising Conversations
  - Re-membering and reclaiming lives from abuse
- Face-to-face training programs (closed groups)
  - One Year Narrative Therapy Training Program 2012 (closed group)
- Members of Dulwich Centre
  - Members Lounge (includes International Journal of Narrative Therapy and Community Work)

This will take you to your profile page. Across the top of your profile summary, you will see a number of tabs, including Profile and Edit Profile. As you begin to participate in forums and other course activities, other tabs will appear here that will give you access to your contributions.

You'll notice that your profile summary doesn't contain much information yet. To add more information about yourself, click on 'Edit profile':

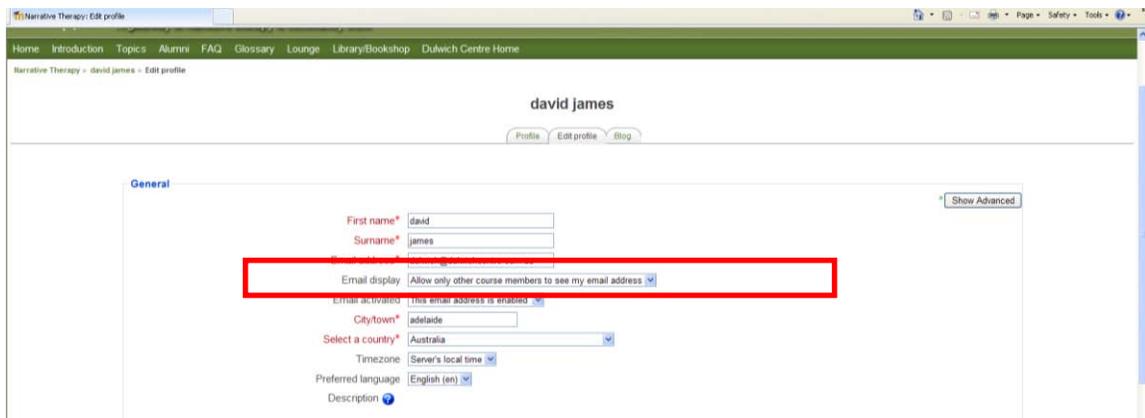


There are a couple of settings that are important to get right. The following steps show you what to do.

### ***Email display***

For 'Email display' (see screenshot below), you have three choices.

- Hide my email address from everyone
- Allow everyone to see my email address
- Allow only other course members to see my email address.



Which one of these three you choose is up to you. Here are some things you might want to think about:

- If you set it to 'Hide my email address from everyone', other course participants won't be able to see your email address, but will still be able to send you messages through the website's internal messaging system. However, if you send other people messages, and they choose to get these forwarded to their email address, they won't be able to 'reply' to you via email (because you have chosen to have your email address hidden). If someone wants to reply, they would need to log in to do so. Because other students won't always be logged in, this might mean that you don't get replies as quickly as if you had selected one of the other two options.

- If you select 'Allow everyone to see my email address', this means that any Dulwich student in a course can see your email address. This is fine for students who are quite social and happy to have other people contact them, but may not suit everyone!
- Possibly the best option is to select 'Allow only other course members to see my email address'. This means that when you send a message from within the site to another student, they'll be able to choose whether to email you back, or reply to your message within the site.

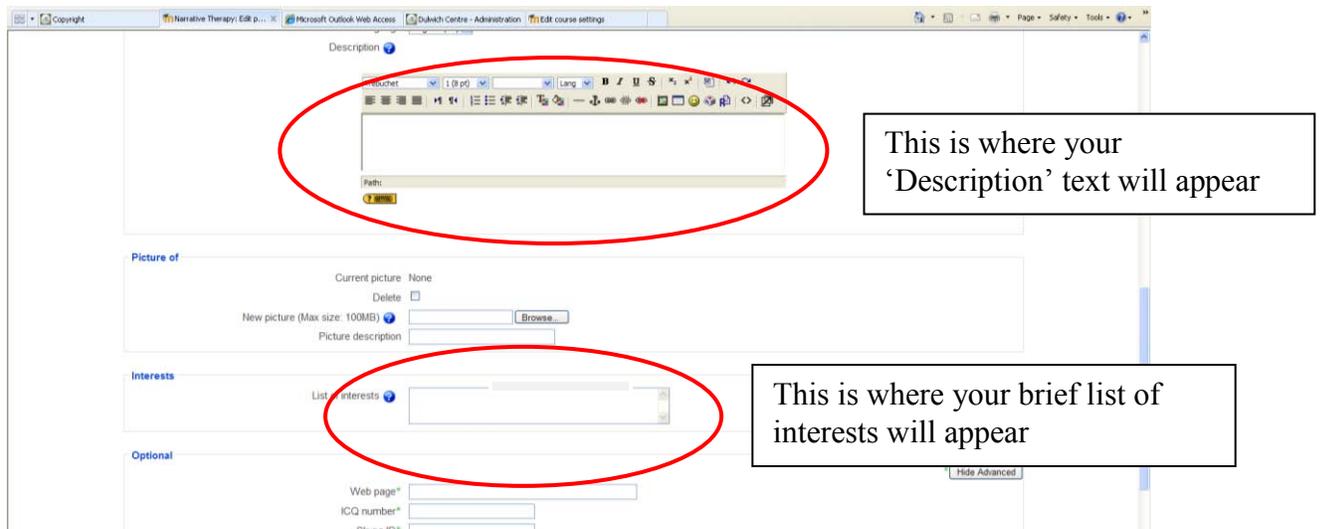
### ***Email activated***

This toggle will disable or enable the website's ability to send emails to the address in your profile. If you never want to receive emails from our website, disable your email address here. However, this means that to see communication in the course, you'll need to log in to the website.

### ***Description and interests***

The 'Description' box is a great place to share a little about yourself: the kind of work you do, your hopes for the course, your interests, and so on. You are also given another box later to enter a *brief* list of interests.

The following screenshot shows where each of these sections will appear once you update your profile:

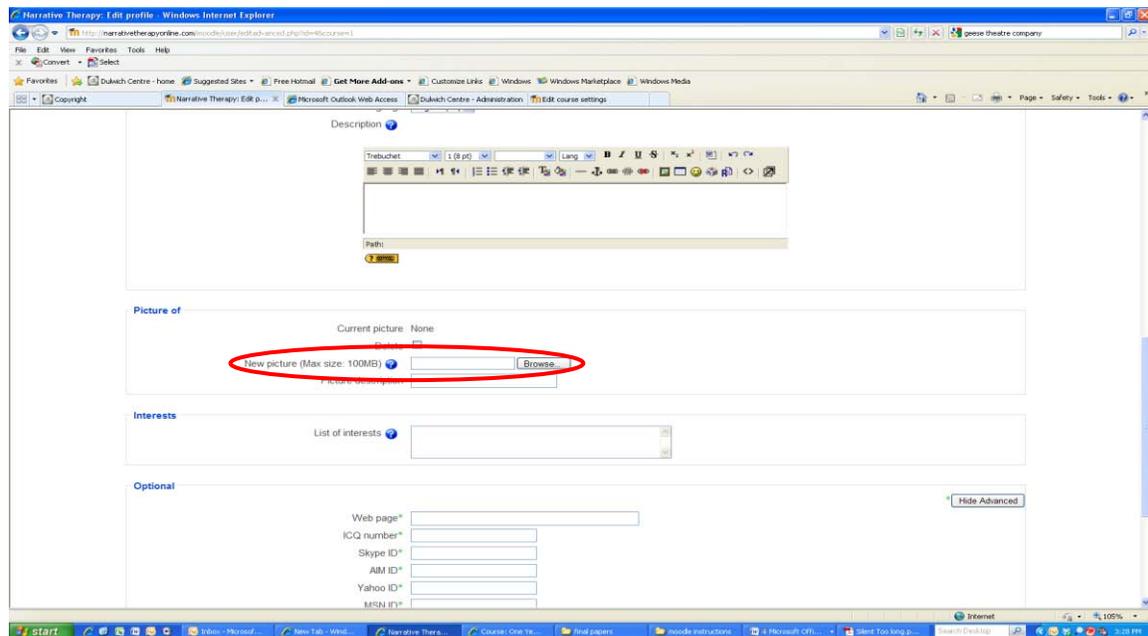


### **Other options**

In the bottom half of your Edit Profile page, you can add more information about yourself.

## **Picture**

You can upload a picture of yourself – just click on ‘Browse’ (see screenshot below), and find the photo on your computer. We encourage people to upload a photo, so that you can see who your fellow classmates are, and to make the course a little more personal. Your picture will appear by your postings in the forums, in your profile, and on the Participants page.



## **Interests**

The ‘Interests’ box allows you to enter a brief list of interests which will also appear on your profile summary. These interests are treated as ‘tags’ within the website, so only enter one or two word categories here, separated by commas – for example: ‘grief, bereavement, young people’. If you want to write more detail about your interests, the ‘Description’ box, covered earlier, is the best place to do this.

## **Advanced options**

Next to ‘Optional’ at the bottom of the page, the ‘Show Advanced’ tab will give you more options for entering personal information you may wish to share with others, such as your phone number and other contact information.

**IMPORTANT:** Once you have updated your profile, make sure you click on ‘Update profile’.

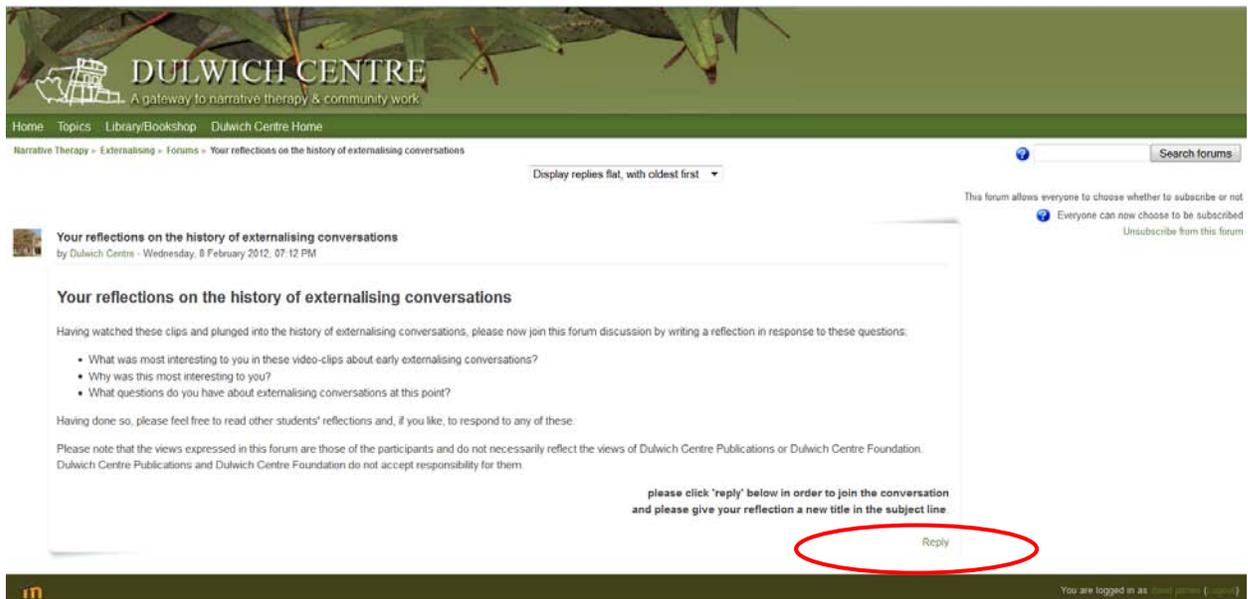
## What's next?

The next time you log in, you will be able to return to the course(s) you are registered in.

## Posting to a forum

Forums are used within all our on-line courses.

To add your reflection, just click on 'Reply':



The screenshot shows the Dulwich Centre website interface. At the top, there is a navigation bar with links for Home, Topics, Library/Bookshop, and Dulwich Centre Home. Below this is a search bar and a dropdown menu for displaying replies. The main content area features a forum post titled "Your reflections on the history of externalising conversations" by Dulwich Centre, dated Wednesday, 8 February 2012, 07:12 PM. The post text asks users to reflect on video-clips about early externalising conversations and lists three questions: "What was most interesting to you in these video-clips about early externalising conversations?", "Why was this most interesting to you?", and "What questions do you have about externalising conversations at this point?". Below the text, there is a "Reply" button, which is circled in red. The footer of the page shows the logo for the Internet Information System (iN) and a login status indicator.

On the next page, type in a subject for your topic (the more specific and descriptive the better), add your message, and click 'Post to forum'.

To begin, the best thing is just to jump in and try it – you'll soon find your way around.

## Any problems?

If you have any problems in using Dulwich Centre's e-learning site, please contact David Denborough, at [daviddenborough@dulwichcentre.com.au](mailto:daviddenborough@dulwichcentre.com.au)